

DOCUMENT DISTRIBUTION

Purpose This Meteorology and Air Quality Group (MAQ) procedure describes the process for distributing and maintaining controlled procedures, plans, and other types of controlled documents.

Scope This procedure applies to the process of distributing controlled documents (such as plans and procedures) prepared by the Meteorology and Air Quality Group.

In this procedure This procedure addresses the following major topics:

Topic	See Page
General Information About This Procedure	2
Who Requires Training to This Procedure?	2
Requesting Controlled Documents	4
Distributing Controlled Documents	5
Maintenance of Superseded Controlled Documents	7
Records Resulting from This Procedure	8

Hazard Control Plan The hazard evaluation associated with this work is documented in MAQ-Office.

Signatures

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Approved by: _____ Jean Dewart, Group Leader	Date: <u>4/29/04</u>

05/24/04

CONTROLLED DOCUMENT

This copy is uncontrolled if no signatures are present on printed copies. Users are responsible for ensuring they work to the latest approved revision.

General Information about This Procedure

Attachments This procedure has the following attachments:

Number	Attachment Title	No. of pages
1	Example of E-mail notification to document users	1

History of revision This table lists the revision history and effective dates of this procedure.

Revision	Date	Description Of Changes
0	2/22/96	New document.
1	3/13/01	Added steps for updating web page of controlled documents and made editorial changes throughout.
2	5/22/03	Eliminate receipt acknowledgments process and describe new process for web posting and e-mail notification to document users.
3	5/12/04	Changed to include steps for adding link to training validation system and added more detail on finalizing procedures.

Who requires training to this procedure? The following personnel require training before implementing this procedure:

- procedure control coordinator

Not required to train to this procedure are:

- recipients and requesters of controlled procedures

Training method Training to this procedure will be by “**self-study**” (**reading**) and will be documented in accordance with the procedure for training (MAQ-024).

General information, continued

Definitions specific to this procedure

Controlled Procedure: Written or pictorial information that is prepared, reviewed, and approved in accordance with established procedures; contains a document identification number; is subject to revisions control; and is made available to individuals who need to work to the information.

List of Available Procedures: A document that lists, at a minimum, the title, effective date, and current revision of each controlled procedure.

References

The following document is referenced in this procedure:

- MAQ-Office, “General Office Safety, Security, and Computer Responsibilities for All Employees”
 - MAQ-024, “Personnel Training”
 - MAQ-022, “Preparation, Review, and Approval of Procedures”
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Note

Actions specified within this procedure, unless preceded with “should” or “may,” are to be considered mandatory guidance (i.e., “shall”).

Requesting controlled documents

Background

Controlled documents are intended to be available to all workers. Starting in 2003, paper copies were no longer distributed by the group. All individuals have access to computers and can view and print (when needed) any controlled document. Workers are responsible for ensuring they are working to the latest version of a controlled document.

A few sets of paper manuals are maintained in the group office or for special purposes or recipients.

The group controlled document coordinator maintains an e-mail list of those who need or wish to be notified of controlled document distributions. An e-mail notification will be sent whenever a new controlled document is issued.

Why do distributions?

Distributions of controlled procedures are made for three major reasons: a new procedure is being released, a current procedure is being replaced by a revision, or an individual has requested a copy of one or more existing procedures.

All employees need to be aware of the existence of other controlled procedures or documents that could govern their work.

Requesting notification of controlled document distributions

Any individual outside MAQ may request to be notified when a new controlled procedure is issued by contacting the controlled document coordinator.

Distributing controlled documents

Issuing new procedure numbers

The **QA Officer** keeps a log of group procedures and their numbers. When a request for a new number is made, the QA Officer issues new numbers to the preparers of procedures and records the new titles and numbers on the log of procedures (see MAQ-022).

Logging new or revised procedures

The **controlled document coordinator** receives final approved procedures ready for distribution from preparers or the QA Officer.

Steps to distribute documents

To prepare a new distribution, the **controlled document coordinator** performs the following steps:

Step	Action
1	For new or revised procedures, write the effective date of the procedure on the cover page (page 1) and on the History of Revisions table (page 2) of the printed copy. The effective date is always after the approval signature dates and should be the anticipated date of first distribution.
2	On the Word version of the document, type in the effective date on the first page header and in the History of Revisions table.
3	Notify the group Training Coordinator about the new or revised procedure and request an EDS training course number for the document.
4	After receiving the EDS course number, edit the link on the last page to enter the EDS course number into the URL for the link. (At the effective date of this revision, only “read-only” procedures are being added – the “OJT” system will become operational in the future.)
5	Test the correct operation of the link. IMPORTANT: ensure the link credits training to the proper revision of the procedure. Each revision has a different course number.
6	Convert the Word version of the new document to PDF format.
7	Check the document in the PDF format against the printed copy and the Word version: look for proper pagination, format, page numbers, etc.
8	Request the signers of the document to digitally sign the PDF version.

Steps continued on next page.

Distributing controlled documents, continued

Step	Action
9	Move the signed PDF version and the Word version to the Controlled Docs drive of the group network. Move superseded documents (both Word and PDF versions) from “current” folders into “superseded” folders. NOTE: Only certain individuals have electronic permission to add or delete files on this drive.
10	Request the group web page administrator to post the new or revised PDF document (and remove superseded documents) to the group web page where controlled documents are available.
11	Ensure the document is active and properly posted on the web page.
12	In the Document Control database, update the revision number and effective date. Correct the document title if necessary.
13	When the new document is available on the web page, notify all group members and external individuals on the notification list that a new document is available (see example e-mail in Attachment 1).
14	Request team leaders to identify which employees should be trained to the new document and inform the training coordinator.
15	Use the document control database to issue a limited number of paper copies, with unique copy numbers and receipt acknowledgments, to document holders.

Update web listing of controlled procedures

The **web page administrator** makes appropriate changes to the web page that lists and links to the controlled documents.

Periodically, the **web page administrator** checks the web page listing of available documents against the List of Available Procedures to ensure the lists match. Bring any discrepancies to the QA Officer.

Maintenance of superseded controlled documents

Background Copies of superseded procedures are available for reference, if needed. These copies are kept by the procedure control coordinator and are available on the group's internal network drive "Controlled Docs."

Superseded procedures The **procedure control coordinator** files a copy of all superseded controlled documents and ensures the obsolete versions are saved on the group's computer network drives. Paper copies and the original copy of the documents should be marked:

SUPERSEDED BY:

(Document title and date)

Records resulting from this procedure

Records

The following records generated as a result of this procedure are to be submitted as records to the Records Coordinator:

- superseded controlled documents

[Click here to record “self-study” training to this procedure.](#)

EXAMPLE OF E-MAIL NOTIFICATION OF DOCUMENT DISTRIBUTION

This e-mail is notification that the following controlled documents have been issued or revised by the Meteorology and Air Quality Group. They are available on the group's web page at <http://www.airquality.lanl.gov/QA.htm>. If you use these documents, you are responsible for ensuring you train to the new document. If you need a hard copy, you may print out the document. Please remember to mark obsolete revisions as "Superseded".

To be removed from this notification (not applicable for MAQ employees), please contact April Baldonado at 665-5416 or abaldonado@lanl.gov.

Example